



Idaho's 2004 Cost Share Program

What's New and Improved!

Brenda Waters, ISDA

2003 Workshops

October 21-23



Goals



- **Make program workable and meet intended purpose**
- **Only request documentation necessary to meet grant requirements**



Overview of Revision



- **Funding for entire AOP, not individual projects**
 - Applicants propose Quarterly (Q) timeline
 - Funding dispersed quarterly
 - Applicants submit Q financial reports
 - Actual Inkind - matching required end of 3rd & 4th Q



Step by Step Instructions



– Application Packet

- **Checklist***
- **Application***
- **Steering Committee***
- **Contributor List***
- **AOP***
- **Strategic Plan**
- **MOU and/or CA**



Step by Step Instructions

Checklist (Exhibit 1)

ISDA COST SHARE PACKET CHECKLIST FOR CWMA APPLICANTS

This document is to be the cover page for the ISDA Cost Share Application process. This checklist is to help ensure that all proper documents are included with the application.

Only complete applications are considered for funding!

Please check the appropriate box for each document included in the application:

- ☐ Application Part A ☺ ☺
- ☐ Application Part B ☺ ☺
- ☐ Steering Committee List ☺ ☺
- ☐ Contributor List ☺ ☺
- ☐ Annual Operating Plan ☺ ☺
- ☐ Strategic Weed Management Plan (or confirmation letter) ☺ ☺
- ☐ Current Map of entire CWMA and current description (or confirmation letter)
- ☐ End of Year Report (Appendix I and II, required) *** ☺ ☺
- ☐ Financial Report (Financial Ledger and Contribution Inkind Match Summary)***
- ☐ Carry Over Letter or Check For Remaining Funds From Previous Year
- ☐ Mapping Data *** ☺ ☺
- ☐ Other Reports As Requested

*****ALL applicants that received funding in the previous year** must submit a End of Year Report, Financial Report, and Mapping Data.

☺ ☺ Both a hardcopy and electronic copy of these documents **must** accompany each grant application. Electronic copies may be submitted by email to weeds@agri.state.id.us or by a disk included in the application packet sent to ISDA.

Complete Application Submitted to ISDA on _____
Date

Submitted by _____
Signature/Name



Step by Step Instructions



Application Part A (Exhibit 2)

Date of Application:	12/01/2004				
Name of Applicant:	XXXX CWMA				
Contact Name/Phone #:	Tall Tree 208-867-5309				
Contact Address:	23 HWY Unknown				
	Somewhere, ID				
Financial Recipient Name/Phone #:	Finacial Wizard RC&D 208-666-6666				
Finanacial Recipient Address:	123 Fastlane Rd.				
	Nowhere, ID				
Recipient Federal ID #:	82-XXXXXXX				
ESTIMATED SUMMARY of ALL COSTS and CONTRIBUTIONS					
A. TOTAL PROJECT COSTS + CAPITAL OUTLAY					\$68,000
B. FEDERAL MATCHING CONTRIBUTION -A large portion of our grants are federally funded, therefore; cannot be used to meet the matching requirement. This figure is used for our information to determine qualified applicants.					
1. Federal Matching Contribution					\$8,000
C. SUBTOTAL of project cost after Federal money					\$60,000
D. TOTAL NON-FEDERAL MATCHING CONTRIBUTION: Recommended MINIMUM matching contributions to be a 1:1 ratio for requested grant money.					
1. Landowner/Private					\$8,000
2. Non-Federal Govt.					\$18,000
3. Other					\$18,000
E. SUBTOTALS FOR NON -FEDERAL MATCHING CONTRIBUTION (Sum of D1 through D3):					\$44,000
					ISDA use only
F. TOTAL AMOUNT REQUESTED FROM ISDA					\$16,000
					Approved



Step by Step Instructions



Application

Part A

(Exhibit 2)

H. AMOUNT REQUESTED FROM ISDA FOR CURRENT YEAR		#REF!	\$16,000
I. PROVIDE A QUARTERLY TIMELINE FOR MONEY <i>REQUESTED FROM ISDA</i> TO BE SPENT			
Providing a Quarterly timeline improves cash management for the ISDA.			
1st Qtr (Apr - Jun) - Quarterly financial report due by Jul 15th	1 st Qtr:	\$8,000	\$8,000
2nd Qtr (Jul - Sept) - Quarterly financial report due by Oct 15th	2 nd Qtr:	\$6,000	\$6,000
3rd Qtr (Oct - Dec) - Quarterly financial report due by Jan 15th	3 rd Qtr:	\$2,000	\$2,000
4th Qtr (Jan - Feb) - Quarterly Financial report due by Mar 15th	4 th Qtr:	\$0	\$0
J. Quarterly Total Should Equal Line H and the ISDA contribution total on AOP		\$16,000	\$16,000
Check disbursements will be processed after the Quarterly Financial reports are reviewed.			
At least 80% of all prior disbursements MUST be spent prior to receiving additional disbursements.			
Revision Date: Oct. 6, 2003			



Step by Step Instructions



Application Part A (Exhibit 2)

K. Estimated AOP Activity Summary:						
Total estimated acres to be treated	450					
Total estimated acres to be inventoried	300					
Total estimated acres to be revegetated	0					
Total estimated number of public contacts	150					
Include:						
An Annual Operating Plan (AOP)						
- List the projects in order of priority (highest to lowest). Projects should be completed in the order they are listed in (see example AOP).						
- List of capital expenditures with values > \$5000						
- Steering Committee list w/ contact information - identify key persons titles						
- Contributors List, specify contributors by name the Federal, Non-federal, and private organizations/affiliations with a contact name						
PLEASE NOTE THE FOLLOWING COST SHARE GRANT CONDITIONS:						
<i>Recipients of ISDA cost sharing are required to submit Quarterly Financial reports, an End-of-Year Final Report that includes Project Detail summaries, and a Mapping Data Report to ISDA.</i>						
<i>Supporting documentation to validate requested amounts is required to be documented in the Annual Operating Plan.</i>						
<i>Failure to comply with the conditions of the ISDA grant and Federal grant requirements may result in a demand for reimbursement to ISDA and/or denial of cost share funds in the future.</i>						
<i>For further information, please refer to the ISDA Noxious Weed Cost Share Handbook.</i>						
Revision date: October 6, 2003						



Step by Step Instructions



Application Part B (Exhibit 2)

NOXIOUS WEED COST SHARE REQUEST 2004				PART B			
<input checked="" type="checkbox"/> Annual Operating Plan (AOP) attached							
<input checked="" type="checkbox"/> General map attached with locations of individual projects marked OR							
<input type="checkbox"/> Map(s) included in AOP							
Signature(s) of County Commissioner(s) OR Authorized Certifying Official(s). I (We) certify that the above estimates are made in good faith, and that all other information is correct. I (we) further agree to abide by the conditions of the grant, including a report of when the project or work plan is completed.							
Signature 1: _____		Tall Tree		Date: 11/31/07			
Name (printed):		Tall Tree		Title: Chairman			
Signature 2: _____		Commissioner A		Date: 12/2/2007			
Name (printed):		Commissioner A		Title: Commissioner			
Signature 3: _____		Commissioner B		Date: 12/4/2007			
Name (printed):		Commissioner B		Title: Commissioner			
Signature 4: _____				Date: _____			
Name (printed): _____				Title: _____			
Approval—for ISDA use only							
Amount Approved: _____				Source of Grant Funds: _____			
STATE NOXIOUS WEED PROGRAM COORDINATOR'S SIGNATURE:							
<input checked="" type="checkbox"/> Brenda M. Waters, Coordinator				Date: _____			



Step by Step Instructions



CWMA Steering Committee List (Exhibit 16)

CWMA Steering Committee List

Name	Title	Address	City	State	Zip Code	Phone	email
Committee Member	Chairman	PO Box 1234	Horseshoe Bend	ID	83631	208-555-5555	personsemail@address.com
Another Person	Private Landowner	#10 Address Lane	Cascade	ID	83611	208-555-5555	anotheremail@address.org
New Guy	Commissioner	123 Idaho Road	Boise	ID	83702	208-555-5555	moreemails@email.id.us
First Lady		456 Idaho Road	Boise	ID	83702	208-555-5555	personsemail@address.com
His Name	Commissioner	123 Road Ave	City	ID	83xxx	208-555-5555	personsemail@address.com
Another Person		123 Idaho Road	City	ID	83xxx	208-555-5555	personsemail@address.com
Another Person		123 Idaho Road	City	ID	83xxx	208-555-5555	personsemail@address.com
Another Person		123 Idaho Road	City	ID	83xxx	208-555-5555	personsemail@address.com



Step by Step Instructions



Contributor List (Exhibit 17)

XXXX CWMA Contributors List			
Contribution Category	Cooperator	Contact	Phone
Federal Govt.	BLM	R.U. Rangeland	### #####
Federal Govt.	BOR	We R. Water	### #####
Landowner/Private	Boise Cascade	Joe Someone	### #####
Landowner/Private	Green Farms	Sweet Syringa	### #####
Landowner/Private	Wide Open Ranges	Gem State	### #####
Non-Federal Govt.	Boise County Weed Board	Another Person	### #####
Non-Federal Govt.	Gem County	New Guy	### #####
Other	Western Whitewater Assn	Weluv Rapids	### #####



Step by Step Instructions



AOP **(Exhibit 5)**

Cost Share **Annual Operating Plan (AOP)** **XXXX Cooperative Weed Management Area**

Action Items for This Year

A. Weed Control Actions

As per the strategic plan, it was determined that Priorities 1 and 2 (Not yet present and New invaders) would always receive attention first. All parties will work to eradicate new invaders. For determining additional priorities, each Zone working group used the flow chart shown in Appendix A of the Annual Operating Plan to determine Priorities and Management Objectives for each weed species within that Zone. After those, the working groups selected Focus Projects for this year from the Priority 3 weeds - the areas where we will spend our joint efforts and resources in order to achieve one success per Zone in YEAR. The results of the prioritization are shown in Appendix B of the Annual Operating Plan. Focus Projects for YEAR are shown below for each Zone. It is likely that three to five years of continued treatment will be required to achieve control on each infestation.



Step by Step Instructions



AOP (Exhibit 5)

A. Project Prioritization and Description

Priority 1: XXX Leafy Spurge/Canada Thistle Control

The XXXX Zone will again sponsor an effort south west of XXXX to treat leafy spurge. Another joint effort will be conducted to treat an infestation of Canada thistle on roughly 100 acres of XXXX Inc. Homeowners Common area. The public and all CWMA cooperators will be invited to join the effort to eradicate these weeds. Volunteers and others who do not possess Pesticide Applicators licenses will pull or grub weeds under supervision of a CWMA cooperator with plant identification skills. Those who do hold licenses may supervise others, or apply herbicide to infestations where applicable.

Estimated Acres Treated: 150

Tools/Equipment/Herbicides: Backpack sprayers will be used with Plateau and 2-4,D herbicides, shovels and hand pulling

This project is scheduled for June 27 and 28. Participants will meet at the XXXX office at 0900.

Measurable Outcome/Objective - 85% or more infested acres are treated, i.e. - weeds are removed or sprayed and prevented from producing seeds.

ESTIMATED EXPENDITURES:

Project Cost: \$28,000

Match: \$20,000

ISDA CONTRIBUTION: \$8,000



Step by Step Instructions



AOP (Exhibit 5)

Priority 2: Hay Exchange

Objective: Provide brochures to the XXXX, XXXX and XXXX Ranger Stations. Identify a location (XXXX weigh station), volunteers and have at least two ton of certified hay available for exchange during hunting season. Rent appropriate signs (lighted electronic reader boards) to make passing hunters aware of the exchange.

Estimated Number of Contacts: 25

Tools/Equipment/Herbicides: brochures, certified hay, signage

This project is scheduled for October 27 and 28. Participants will meet at the XXXX office at 0900.

Measurable Outcome/Objective - A count of vehicles/ hunters stopped and information contacts will be kept along with a log of forage exchanges.

ESTIMATED EXPENDITURES:

Project Cost: \$20,000

Match: \$12,000

ISDA CONTRIBUTION: \$4,000



Step by Step Instructions



AOP (Exhibit 5)

B. Project Prioritization and Description

Priority 3: Inventory

A coordinated weed database has been developed and will be maintained for the entire management area. As a minimum the database will include: Size of infestation, name of target plant, density, location, and accuracy. Base maps will be USGS 1/24000 topographic quads. Information will be stored in a Geographic Information Systems (GIS) database.

The agencies involved will be responsible for furnishing the necessary topographic maps for the lands under their jurisdiction. All cooperators will offer input into the location and types of infestation. The inventory/GIS database will be maintained at the USFS Office in XXX, ID.

All parties will accomplish mapping with access to GPS units. The three county entities will map as they treat weeds. Additional monies gathered by the XXXXCWMA may be used to supplement wages for these weed control individuals. GPS data from each county will be corrected and exported to a GIS format. The GIS data will then be compiled at XX by the hired contractor.

Estimated Acres Inventoried: 300

Tools/Equipment/Herbicides: GPS units, computer with GIS

This project is scheduled for April 27 through September 28.

Measurable Outcome/Objective - Inventory with GPS 100 acres per zone, Newly mapped acres and entered into GIS 200 acres per zone.

ESTIMATED EXPENDITURES:

Project Cost: \$10,000

Match: \$10,000

ISDA CONTRIBUTION: \$2,000



Step by Step Instructions



AOP (Exhibit 5)

B. Project Prioritization and Description

Priority 4: Biological Control

XXXXCWMA will develop and implement monitoring protocols for determining establishment and effectiveness of biological control agent releases. XXXXCWMA will utilize available resources such as the University of Idaho, USDA-FS Forest Health Protection, USDA-FS Research, and ARS to develop specific monitoring techniques that can be effectively applied across the insect release zones.

Appendix B of the Annual Operating Plan shows a list of biocontrol agents, which have been released within the XXXXCWMA.

Monitoring will determine insect establishment success, insect population trends, insect impact on target plants, and the effect of insect populations on weed population density and spread.

General visual reconnaissance will periodically be completed for insects that have been targeted to Canada thistle, leafy spurge, and dalmatian toadflax.

Estimated Acres Treated: 80

Tools/Equipment/Herbicides: GPS units, sweep nets, insect counts

This project is scheduled for April 27 through September 28.

Measurable Outcome/Objective - Conduct systematic sampling on 10% of sites where control work was done last year. Conduct visual assessments on 20% of sites where control work was done last year.

ESTIMATED EXPENDITURES:

Project Cost: \$10,000

Match: \$10,000

ISDA CONTRIBUTION: \$2,000



Step by Step Instructions



AOP

(Exhibit 5)

A. Project Totals

PROJECT COSTS: \$68,000

MATCH: \$52,000

ISDA Contribution: \$16,000

ESTIMATED AOP ACTIVITIES :

Acres Treated= 230

Acres Mapped= 300

Acres Restored/Revegetated = 0

Estimate # persons reached with Education/Publications = 32

B. Capital Outlay (Equipment with value of \$5000 or more)

	<u>Cost</u>	<u>ISDA Amount</u>
Spray Mule (6 wheeler)	\$8,000	4,000
Drill Seeder (Restoration)	\$20,000	9,000
TOTAL	\$28,000	13,000



Step by Step Instructions

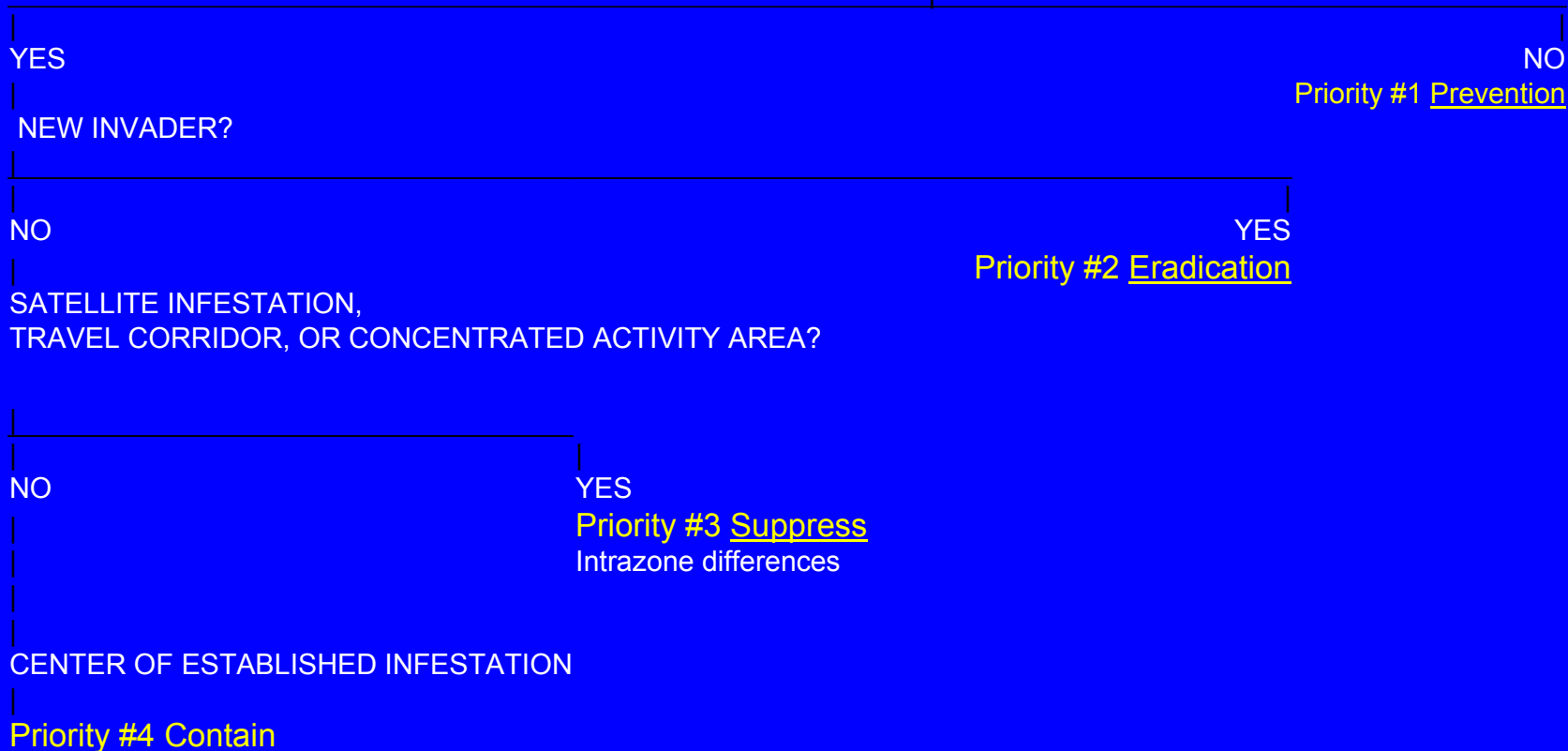


AOP

(Exhibit 5)

APPENDIX A PRIORITY/MANAGEMENT OBJECTIVE FLOW CHART

Weed Species Present?





Step by Step Instructions



AOP (Exhibit 5)

APPENDIX B ZONE PRIORITIES

ZONE	SPECIES	ZONE WIDE PRIORITY	SUB-ZONE	TREATMENT
1	Tansy Ragwort	2	Yes, East	Mechanical (Remove Seed), Chemical (Tordon)
	Leafy Spurge	3	No	Biological (Apthona ssp.), Chemical (Plateau, Tordon)
	Canada Thistle	4	No	Chemical (Tordon, Curtail, Escort)
2	Eurasian Watermilfoil	1	No	Any approved methods
	Rush Skeletonweed	3	No	Chemical (Tordon, 2,4-D)
	Canada Thistle	4	No	Chemical (Tordon, Curtail, Escort)
3	Yellow Toadflax	2	No	Chemical (Tordon, Escort)
	Perennial Pepperweed	2	No	Chemical (Tordon, Escort)
	Canada Thistle	4	No	Chemical (Tordon, Curtail, Escort)



Step by Step Instructions



Strategic Plan

(Exhibit 6)

- **Identifies concerns**
- **Quantifies scale and scope of problems**
- **Establishes boundary or area covered**
- **Establishes criteria for operation of CWMA**
- **Long term goals**
- **Includes the MOU and/or CA**



Step by Step Instructions



Strategic Plan

(Exhibit 6)

- **Major components:**
 - **Education**
 - **Plant inventories/surveys**
 - **Prioritization of weed problems**
 - **Review of all IWM techniques available for each weed**
 - **Selection and integration of effective control techniques**
 - **Monitoring control effectiveness**
 - **Evaluation and modification of control techniques as necessary**



Step by Step Instructions

MOU / CA

(Exhibits 8a & 8b)

- **Purpose & items of agreement**
- **Defines the land area covered by agreement**
- **Specify terms of agreement for participating landowners**
- **Agreed to and signed by participants**
- **Do not obligate any participants in any way**
- **Legal authority for the agreement**
- **Outlines specific organizational components**
 - **Steering committee & responsibilities**
 - **Strategic Plan**
 - **AOP**



Step by Step Instructions

MOU / CA

(Exhibits 8a & 8b)

- **Major differences:**
 - **MOU only facilitates cooperation**
 - **CA facilitates cooperation, eliminates administrative boundaries and allows the sharing of resources**



Questions?



Are you a qualified professional?

The following short quiz consists of 4 questions and will tell you whether you are qualified to be a "professional." The questions are NOT that difficult.

1. How do you put a giraffe into a refrigerator?

The correct answer is: Open the refrigerator, put in the giraffe, and close the door. This question tests whether you tend to do simple things in an overly complicated way.



Process Overview



- **Complete applications due**
 - Must be postmarked by Dec. 31
- **Notification of receipt**
 - From ISDA to applicant
 - Mailed 14 days after receipt
- **ISDA verifies application information**
 - Complete
 - Meets match requirements
 - **Minimum 50/50**
- **Complete applications to Review Committee**
 - Mid-January
- **Results from Review Committee to ISDA**
 - February 1



Process Overview



- **Grant Award Letter**
 - Mailed March 1
 - Total tentative award amount
 - Actual amount 1st Q (April – June)
 - Accept or decline
 - Form AD1048
- **1st Q checks**
 - Mailed April 1
- **1st Q Financial Report**
 - Due July 15
 - Copy of check ledger
 - Contribution inkind match summary (optional)



Process Overview



- **2nd Q checks (July – Sept.)**
 - Minimum 80% 1st Q funds spent
 - If not, submit additional report
- **2nd Q Financial Report**
 - Due October 15
 - Copy of check ledger
 - Contribution in kind match summary (optional)



Process Overview



- **3rd Q checks (Oct. – Dec.)**
 - Minimum 80% 2nd Q funds spent
 - If not, submit additional report
- **3rd Q Financial Report**
 - Due January 15
 - Copy of check ledger
 - Contribution in kind match summary (required)



Process Overview



- **4th Q checks (Jan. – Feb.)**
 - Minimum 80% 3rd Q funds spent
 - If not, submit additional report
- **4th Q Financial Report**
 - Due March 15th
 - Copy of check ledger
 - Contribution in kind match summary (required)



Example



- **Request and approved for \$16,000**
 - **1st Q \$8,000**
 - **2nd Q \$6,000**
 - **3rd Q \$2000**
 - **4th Q \$0**



Example



- **Mail \$8,000 1st Q April 1st**
- **Received 1st Q Report July 10th**
 - Spent \$7,000 or 88%
 - Mail \$6,000 2nd Q July 20th
- **Received 2nd Q Report August 10th**
 - Spent \$6,500 or 92%, need more \$
 - Mail \$2,000 3rd Q on August 20th
- **Received 3rd Q Report December 31st**
 - Spent \$2,250
 - \$250 remains unspent
 - Carry over to next approved application or
 - Return \$ to ISDA
- **Submit 4th Q by March 15th**
 - Show \$250 that remain as carry over



ISDA Tracking

- **\$8,000 1st Q**
 - **Funded from ISDA**
 - **50% State**
 - **25% BLM**
 - **25% FS (reimbursable)**
- **Spent \$7,000**
 - **Record % accordingly**
 - **50% State = \$3,500**
 - **25% BLM = \$1,750**
 - **25% FS = \$1,750**



ISDA Tracking

- **\$1,000 (1st Q) + \$6,000 (2nd Q) = \$7,000**
 - **\$1,000 = 50% State + 25% BLM + 25% FS**
 - **\$6,000 = 50% BLM + 50% FS**
- **Spent \$6,500 of \$7,000 during 2nd Q**
 - **Record accordingly:**

– \$1,000	– \$5,500
» 50% State = \$500	» 0% State = \$0
» 25% BLM = \$250	» 50% BLM = \$2,750
» 25% FS = \$250	» 50% FS = \$2,750



ISDA Tracking

- **\$500 (2nd Q) + \$2,000 (3rd Q) = \$2,500**
 - **\$500 = 50% BLM + 50% FS**
 - **\$2,000 = 0% BLM + 100% FS**
- **Spent \$2,250 of \$2,500**
 - **Record accordingly:**

– \$500	– \$1,750
» 0% state = \$0	» 0% state = \$0
» 50% BLM = \$250	» 0% BLM = \$0
» 50% FS = \$250	» 100% FS = \$1,750



ISDA Tracking



- **Remaining \$250 to Carry Over**
 - Deducted from next check
 - Or return \$ to ISDA
- **Submit 4th Q by March 15th**
 - Report no change
 - \$250 remaining carried over



Questions?



Step by Step Instructions



– Reports

- **Financial**
- **End of Year**
- **Mapping Data**



Step by Step Instructions



Financial Report (Exhibit 13)

IDAHO STATE DEPARTMENT OF AGRICULTURE NOXIOUS WEED COST SHARE PROGRAM FINANCIAL REPORT				
1. Agency and Organizational Element to Which Report is Submitted		2. Grant or Other Identifying Number Assigned By ISDA		Page 1 of 1 pages
Idaho State Department of Agriculture (ISDA)				
3. Applicant (Name and complete address, including ZIP code)				
XXXXX CWMA, Tall Tree, Chairman, 23 Hwy Unknown, Somewhere, ID 89898				
4. Financial Recipient Fed. ID Number		5. Financial Recipient (Name)		6. Final Report
82-XXXXXXX		Financial Wizard RC&D		YES X NO Cash X
8. Funding/Grant Period		9. Quarter or Period Covered by this Report		
From: (month, Day, Year)		To: (Month, Day, Year)		
04/01/04		12/31/2004		
		October 1, 2004 December 31, 2004		
10. Transactions		I Previously Reported II This Period III Cumulative		
10a. Total Project Costs		\$13,744.00 \$52,000.00 \$65,744.00		
10b. Inkind Contributions:				
Federal Matching Contribution		\$0.00 \$8,000.00 \$8,000.00		
Landowner/Private		\$0.00 \$8,000.00 \$8,000.00		
NonFederal Govt.		\$0.00 \$18,000.00 \$18,000.00		
Other		\$0.00 \$18,000.00 \$18,000.00		
10c. Carry Over (if applicable)/Balance of Prior Quarter		\$256.00		
10d. ISDA grant quarterly dispersement		\$2,000.00		
SUBTOTAL 10d. + 10c.		\$2,256.00		
10e. ISDA grant funds spent		\$2,256.00		
10f. Balance of ISDA grant funds		\$0.00		
11. Remarks: Attach any explanations deemed necessary.				
12. Certification: I Certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.				
Typed or Printed Name and Title		Telephone (Area code, number and extension)		
The Wizard, RC&D Book keeper		(###) ###-####		
Signature of Authorized Certifying Official		Date Report Submitted		
The Wizard		12/31/2004		
Revision Date: Oct. 6, 2003				



Step by Step Instructions

Financial Report (Exhibit 13)

- **Supporting documentation**
 - **Financial ledger**
 - Always required
 - **Contribution Inkind Match Summary**
 - Required 3rd & 4th Q's
 - Required when reporting actual inkind or matching contributions



Step by Step Instructions



(Exhibit 15)

XXXX CWMA Contribution Inkind Match Summary

Dates Covered By This Summary: From April 1, 2004 To December 31, 2004

Amount Contributed	Contribution Category	Cooperator	Contact	Contact Phone
\$6,820	Federal Govt.	BLM	R.U. Rangeland	###-####
\$300	Federal Govt.	BOR	We R. Water	###-####
\$4,200	Landowner/Private	Boise Cascade	Joe Someone	###-####
\$232	Landowner/Private	Green Farms	Sweet Syringa	###-####
\$456	Landowner/Private	Wide Open Ranges	Gem State	###-####
\$300	Non-Federal Govt.	Boise County Weed Board	Another Person	###-####
\$825	Non-Federal Govt.	Gem County	New Guy	###-####
\$937	Other	Western Whitewater Assn	Weluv Rapids	###-####
\$14,070	Grand Total			

Contribution Category	Grand Totals
Federal Govt	\$7,120
Landowner/Private	\$4,888
Non-Federal Govt	\$1,125
Other	\$937
Grand Total	\$14,070



Step by Step Instructions

**(Budget
Amendments
(Guideline 5)**

- **Changes that require a budget amendment**
 - **Additions or subtractions to AOP**
 - **Deviation from AOP priority**
 - **>10% increase or decrease**
 - **Capital equipment purchases**
 - **Contract work**
 - **Any other changes that impact the originally agreed to and funded AOP**



Step by Step Instructions

**(Budget
Amendments
(Guideline 5)**

- **Reallocating Funds**
 - **Within a single year**
 - **Grant Amendment Request**
 - **Exhibit 9**
 - **Into the next year**
 - **Carryover letter**
 - **Exhibit 10**



Step by Step Instructions



Grant Amendment Request (Exhibit 9)

June 9, 2003

Joe Weeder
Itsa County
159 S Main
Sometown, ID 83999

Brenda Waters
Idaho State Department of Agriculture
Noxious Weed Program Coordinator
PO Box 7249
Boise, ID 83707

Dear Brenda.

Due to unexpected flooding in the project area we are unable to treat the Fortune creek area this year with the \$500 that were allocated in the AOP. We recently detected a new infestation of yellow starthistle which is less than 1/4th of an acre in size and the only known location in the Really Busy Cooperative Weed Management Area. We are requesting to utilize the unused funds to spray the new infestation with herbicide XYZ and then plant the area with a mixture of grasses in the fall. Thank you for considering our request. Please feel free to contact me if you have any questions.

Sincerely,

Joe Weeder
Chairman, Really Busy Cooperative Weed Management Area
Address and Contact Information

****NOTE:** A minimum of 50% Inkind and Matching Funds must be maintained for any request to be approved.

For ISDA Use Only

_____ APPROVED _____ APPROVED WITH MODIFICATIONS

_____ DENIED _____

SIGNATURE _____ DATE _____



Step by Step Instructions



Carryover Letter (Exhibit 10)

December 10, 2003

Joe Weeder
Itsa County
159 S Main
Sometown, ID 83999

Brenda Waters
Idaho State Department of Agriculture
Noxious Weed Program Coordinator
PO Box 7249
Boise, ID 83707

Dear Brenda,

Our review of the 2002 Cost Share money allotment indicates a carry over of \$256 in our budget for the Really Busy Cooperative Weed Management Area. Due to difficulties with staff member availability and excessive vehicle breakdowns, we were unable to complete all projects outlined in the AOP as planned. We are requesting to carryover the \$256 to the 2003 application year. Thank you for considering our request. Please feel free to contact me if you have any questions.

Sincerely,

Joe Weeder
Chairman, Really Busy Cooperative Weed Management Area
Address and Contact Information

****NOTE:** It is strongly recommended that the amount of money remaining to Carryover be kept to a minimum. Any funds that are requested to be carried over must be identical to the amount reported on the fiscal report and the next year's application request.

For ISDA Use Only

APPROVED _____ APPROVED WITH MODIFICATIONS _____

DENIED _____

SIGNATURE _____ DATE _____



Step by Step Instructions

End of Year Report (Exhibit 12)

- **Should include:**
 - Overview of CWMA and goals
 - Work and accomplishments
 - Highlights of successes
 - Breakdown of financial contributions
 - Plans for next year
 - Monitoring control effectiveness
 - Evaluation and modification of control techniques as necessary
- **Required**
 - Steering Committee list (appendix I)
 - Summary of AOP Activity (appendix II)



Step by Step Instructions

End of Year Report (Exhibit 12)

- **Required**
 - **Summary of AOP Activity (appendix II)**
 - **Total acres treated per weed**
 - **Total acres inventoried per weed**
 - **Total acres revegetated**
 - **Total number of public contacts**
 - **# brochures mailed, # people at workshop**

Note: This is different than the example on your disks but is correct and updated on our website



Step by Step Instructions

Mapping Data Report

- **Required for weed mapping and inventory projects**
 - **Submission of the data points to ISDA in an approved electronic format**
 - **Data will be incorporated into the statewide map database**



Questions?



Are you a qualified professional?

2. How do you put an elephant into a refrigerator?

Did you say, " Open the refrigerator, put in the elephant, and close the refrigerator? " (Wrong Answer)

Correct Answer: Open the refrigerator, take out the giraffe, put in the elephant and close the door. This tests your ability to think through the repercussions of your previous actions.



Eligible Costs

Guideline 3

- **Annual meeting or conference fees**
 - **Attendee IS making a formal presentation about projects funded using ISDA cost share \$**
- **Light refreshments – tours & meetings**
- **Equipment, tools, contract work**
 - **Must be identified in the application**
 - **Requires 3 bids for each item >\$5,000 kept on file**
- **Invasive weed management activities**



Eligible Costs

Guideline 3

- **Planning, project management, and administration**
- **Public participation and public awareness directly related**
- **Sales tax**
- **Training recipient staff to develop skills specific and necessary to project**
- **Other items as determined by ISDA**



Ineligible Costs

Guideline 3

- **Activities not identified in application**
- **Fines and penalties due to violations of, or failure to comply with laws**
- **Interest on bonds, interim financing, and associated costs to finance projects**
- **Legal expenses**
- **Lobbying or expenses associated with lobbying**



Ineligible Costs

Guideline 3

- **Ordinary operating expenses of state or local government**
 - mayor, city council member, city attorney, etc.
- **Overtime differential paid to employees of local government to complete administrative work**
- **Personal injury compensation or damages rising out of the project**
- **Professional dues**
- **Training unrelated to project**
- **Scientific research unrelated to a specific activity**
- **Other items as determined by ISDA**



Purchasing GPS Units

Guideline 3

- **Used for mapping of noxious weed infestations on private, state, and federal lands to meet BLM grant agreement requirements**
- **In Office Correction/Resource Grade GPS Units:**
 - **Control precision through configuration settings**
 - **Collect point, line, and polygon features and export into various GIS formats**
 - **With use of software, GPS locations can be refined using post-processing differential correction to <3 meters**
 - **Real-time DGPS ready**
 - **Professional, non-survey grade mapping purposes**



Purchase of Idaho Noxious Weed Booklets

Guideline 3

- Maximum number per year is 200**
- Each booklet must have 50/50 match**



General Guidelines



Guideline 6

- **Administration**
 - **Expend grant funds in timely manner**
 - **Process applications and reports early**
 - **Allow for revisions as needed**
 - **Gather required signatures**
 - **Budgets should closely match the original AOP**
 - **Any budget amendments should be made ASAP**
 - **Well in advance of the end of year to obtain approval from ISDA before report submission**



General Guidelines



Guideline 6

- **Expenditures**

- **Equipment needed to accomplish work should be defined in request**
- **Equipment purchased with grant funds belongs to the county identified within the CWMA St**
 - **Unless otherwise stated in application**
 - **Storage, maintenance, upkeep responsibility of assigned county**
- **Each inkind match can be used only one time**
- **Documentation of the minimum match of 50/50 is responsibility of the recipients**
- **CWMA steering committee should approve all budgets, spending, and inkind matching**
- **Expenditures for inkind match are subject to same allowances and restrictions as the grant funds**



Keeping Accurate Records



Guideline 7

- **How to manage the records**
 - **A good file system is essential**
 - **Records should be maintained for a minimum of 5 years from grant closure**



Keeping Accurate Records



Guideline 7

- **Files should contain, at a *minimum*:**
 - **Copy of application, approved budget and operational budget**
 - **Correspondence**
 - **Time documentation records**
 - **Herbicide documentation records**
 - **Personnel timesheets and contracts**
 - **Report forms and copies**
 - **Consultant contracts, invoices and reports**
 - **Report forms and copies**
 - **Related grant files**
 - **Copies of all bids, requisitions and invoices**
 - **Project match documentation**



Keeping Accurate Records



Guideline 7

- **Documentation of inkind/match**
 - **Signature and contact information of responsible person reporting contribution (Exhibit 11)**
 - **Each contributor must maintain detailed documentation of contributions**
 - **All contributions are to be compiled into a Contribution Inkind Match Summary (Exhibit 15)**
 - **All contributions should be available for review upon request of ISDA**



Keeping Accurate Records



Guideline 7

- **Budget management**
 - **Budget report**
 - Reviewed at each CWMA meeting
 - at least every 3 months
 - Accurately check expenditures
 - Track progress of expenditures
 - Monitor progress of project
 - Determine if any revision is required



Purchasing



Guideline 7

- **Goods and services associated with grant**
 - **General Guidelines**
 - **Retroactive spending is not allowed**
 - Do not spend until you have the money
 - **Minimum 3 bids kept on file if >\$5,000**
 - **Must be completed within the grant period**
 - **Maintain all records including**
 - Requisitions
 - Receipts
 - Vouchers
 - Inkind matching funds



Questions?



Application Evaluation



Guideline 4

- **Process**

- **Review committee**
 - **IWCC, IWCA, IAWCS, ISDA, USFS**
 - **Application material distributed by ISDA electronically**
 - **Evaluated based on criteria set by committee**
 - **Fall meeting preceding the application year**
 - **Complete evaluation and return to ISDA for compilation**



Application Evaluation



Criteria (Exhibit 18)

- **Permanent categories**
 - Cooperative nature of proposed project
 - Participation of private landowners
 - Accomplishments from prior year
 - Partner contribution ratio of prior year
- **Emphasis categories**
 - Use of all tools (IWM)
 - Inventory/mapping
 - Restoration/revegetation
 - Prevention/education
 - Early detection/rapid response
 - Project diversity
 - Biological control



Application Evaluation



Criteria (Exhibit 18)

- **2004 Emphasis categories**
 - **Project diversity**
 - **Inventory/mapping**
 - **Prevention and education**



Questions?



Are you a professional?

3. The Lion King is hosting an animal conference. All the animals attend except one. Which animal does not attend?

Correct Answer: The Elephant. The elephant is in the refrigerator. You just put him in there. This tests your memory.

OK, even if you did not answer the first three questions correctly, you still have one more chance to show your true abilities.



Fiscal & Project Performance Reviews



Guideline 9

- **Goal**
 - **Information exchanged at reviews will strengthen program for recipients, ISDA and ISDA's funding partners**
- **Mission**
 - **Determine if AOP's are accomplished**
 - **Ensure funds are adequately and accurately accounted for and used for intended purpose**
 - **Evaluate effectiveness of projects, measures, in programs in stopping the spread of noxious weeds in Idaho**



Fiscal & Project Performance Reviews



Guideline 9

- **What to expect**
 - ISDA personnel will travel to conduct on-site reviews
 - Time will be set up in advance that is mutually acceptable
 - A written report of findings will be provided to CWMA leaders
- **How and what to prepare**
 - Notify all responsible parties for participation in review
 - Organize and prepare documentation and supporting data



Fiscal & Project Performance Reviews



Guideline 9

- **Fiscal reviews**
 - **Conducted the spring following submission of End of Year Report**
 - **Generally Feb. to April**
 - **Major focus is to track**
 - **Track total grant sum of funds received**
 - **Verify financial reports**
- **Performance reviews**
 - **Conducted in the spring to fall following the associated fiscal review**
 - **Determine if projects were accomplished and successful**



Fiscal Reviews



Guideline 9

- **Reviewers will need**
 - Organization name, phone, contact person and driving directions
 - Copy of financial reports
- **Organization should have ready**
 - Financial reports and their detail
 - Approved and paid invoices for AOP
 - Documentation for contribution in kind matching summary



Fiscal Reviews



Guideline 9

- **Review will consist of the following**
 - Look for approval of someone other than check writer on invoices
 - Recreate detail from invoices provided
 - Verify amounts reported on financial report
 - Recreate inkind from documentation provided
 - Verify amounts were correctly reported on financial report
 - Note any discrepancies
 - Additional potential questions, see handbook



Performance Reviews

Guideline 9

- **Review will consist of the following**
 - **Description and details of outcome of AOP priority work**
 - **Estimate of project success including**
 - **Acres treated by weed species**
 - **Acres inventoried by weed species**
 - **Number of educational contacts**
 - **Number of contributors**
 - **Number of participants**
 - **Confirm participation of cooperators and contractors**
 - **Meeting minutes**
 - **Interviews**
 - **Other documentation**
 - **Confirm purchase and location of capital equipment**



Fiscal & Project Performance Reviews



Guideline 9

- **After the review what to expect**
 - **A written report of findings will be provided to CWMA leaders**
 - **Successes of the reviewed program will be noted**
 - **Individuals will be identified who deserve recognition for outstanding or extraordinary work**
 - **Reviews are considered when reviewing subsequent applications**



Fiscal & Project Performance Reviews



Guideline 9

- **If deficiencies are noted**
 - ISDA will recommend corrective actions
 - ISDA will follow up
- **If no corrective action is taken, or**
- **If gross misuse of funds are determined, or**
- **Non-compliance with policy guidelines is determined, may result in:**
 - Ineligibility to participate,
 - Repayment of funds, and/or
 - Legal action



Questions?

Conclusions?

Questions later on?

<http://www.agri.state.id.us/animal/CostShare.htm>

weeds@agri.state.id.us

(208) 332-8528



Are you a qualified professional?

4. There is a river you must cross but it is inhabited by crocodiles. How do you manage it?

Correct Answer: You swim across. All the crocodiles are attending the Animal Meeting. This tests whether you learn quickly from your mistakes.

According to Anderson Consulting Worldwide, around 90% of the professionals they tested got all questions wrong. But many preschoolers got several correct answers. Anderson Consulting says this conclusively disproves the theory that most professionals have the brains of a four year old.



**THANK YOU
FOR YOUR TIME!**